

City of Atlanta, Georgia MIXED USE Urban Enterprise Zone
Application
Bureau of Planning 55 Trinity Avenue
Suite 3350
Atlanta, Georgia 30303

Project Information
Type of UEZ: <i>RESIDENTIAL/COMMERCIAL</i>
Project Name:
Project Street Address:
Project Tax Parcel Identification Number(s):

Applicant Information
Applicant:
Contact Name:
Address:
Telephone: Fax: e-mail:

Developer Information (if different from applicant)
Developer:
Contact Name:
Address:
Telephone: Fax: e-mail:

Property Owner Information
Property Owner:
Contact Name:
Address:
Telephone: Fax: e-mail

Date of mandatory Pre-Application meeting:	
Date of mandatory NPU meeting:	Name of NPU:
NPU decision on application:	

Financing of Project

Name of Bank:

Other Finance Sources:

Amount:

URFA Bond
State Low-Income Housing Tax Credit
CDBG
Other

* Please provide copies of all documentation or applications submitted to any/all of the above lending institutions or financial resource entities.

AUTHORIZATION BY PROPERTY OWNER FORM

(Required only if the named applicant is not the sole owner of the subject property.)

I/WE _____ (printed names of all owners of the subject property) HEREBY SWEAR/AFFIRM THAT I/WE IS/ARE THE OWNER(S) OF THE SUBJECT PROPERTY THAT IS LOCATED AT _____

_____ (legal address of the subject property, which may differ from the mailing address; please verify the property address with the Bureau of Planning), AS IS SHOWN IN THE PROPERTY TAX RECORDS OF _____ (Fulton or DeKalb) COUNTY, GEORGIA, WHICH IS THE SUBJECT MATTER OF THE ATTACHED URBAN ENTERPRISE ZONE APPLICATION. I/WE HEREBY AUTHORIZE THE PERSON WHO IS NAMED BELOW TO FILE THIS APPLICATION, AS MY AGENT, WITH THE BUREAU OF PLANNING AND TO SERVE AS THE APPLICANT (CONTACT PERSON). I UNDERSTAND THAT, ALTHOUGH OTHER PARTIES MAY ALSO BE INVOLVED WITH THIS APPLICATION (SUCH AS A DEVELOPER, BUILDER, REAL ESTATE FIRM, ATTORNEY, ETC.), THE NAMED PERSON IS THE OFFICIAL APPLICANT.

Printed Applicant Information:

LAST NAME _____ FIRST NAME _____ TITLE _____
PROFESSION _____ COMPANY _____
MAILING ADDRESS _____
OFFICE PHONE NUMBER _____ CELLPHONE _____
FAX NUMBER _____ E-MAILADDRESS _____

(Printed Name of Property Owner #1)

(Signature of Property Owner #1)

(Printed Name of Property Owner #2)

(Signature of Property Owner #2)

PERSONALLY APPEARED BEFORE ME ON THIS _____ day of _____,
2 _____:
(printed name(s) of all property owners).

Notary Public:

_____ (printed name) _____ (signature)

APPLICANT'S SIGNATURE PAGE

This page must be completed with the appropriate signatures.

Applicant's Certification:

I DO HEREBY AFFIRM THAT THE INFORMATION THAT IS CONTAINED IN THIS APPLICATION FOR AN URBAN ENTERPRISE ZONE DESIGNATION FOR THE SUBJECT PROPERTY IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I ALSO UNDERSTAND THAT THE FAILURE TO TRUTHFULLY RESPOND TO ANY PORTION OF THIS APPLICATION SHALL BE SUBJECT TO THE WITHDRAWAL OF THE APPLICATION FROM THE APPLICATION PROCESS AND/OR THE SUSPENSION OF THE AD VALOREM TAX ABATEMENTS IN ACCORDANCE WITH SECTION 146-53, SUBSECTION (1) OF THE CITY OF ATLANTA CODE OF ORDINANCES.

(Signature of the Applicant)

(Date)

(Printed Name of the Applicant)

Notary Public's Verification:

PERSONALLY APPEARED BEFORE ME:

(Printed Name of the Applicant)

Please complete the following:

Statement of justification

Describe how the creation of the proposed enterprise zone would be beneficial to the property itself, to the surrounding neighborhood, and to the City. Discuss the number of jobs to be created and /or affordable housing to be provided.

Complete the following for all UEZ applications:

<u>Detailed Project Development Specifications</u>
total number of project square feet
number of square feet to be built for each land use type
number of buildings
construction phase in which each component is to be built

Housing Affordability Provisions

If housing units are to be included within the development project, a minimum of 20 percent of the total number of units must be designated as being “affordable.” For a definition of “affordable housing”, as well as a listing of the maximum allowable housing sales prices and the maximum allowable multifamily unit rental rates, please refer to the Housing Affordability Table for 2005. (available from the Bureau of Planning)

Five percent (5%) of available affordable units may be offered to Atlanta Police officers and their families at purchase prices or monthly rents which do not exceed the income level for affordability.

Total number of housing units to be provided by type, size, and sales prices/rental rates (unit mix)	
Number of Units	
Type of Units	
Size of Units	
Sale Price by type of unit	
Rental Rate by type of unit	
number of housing units by type to be designated as being affordable	
Number of Units:	Type of Unit(s)
For multifamily residential projects, the ratio of the same number of units by bedroom type and composition throughout the project must be reflected in the ratio of affordable units by bedroom type and composition.	

Zoning compatibility information--Identify the existing (and proposed, if any) zoning classification of the property.

CDP compatibility information—Identify the existing (and proposed, if any) CDP land use designation of the subject property. State how the proposed development project would further the goals and objectives of the City in general and/or the Neighborhood Planning Unit (NPU) in which the subject property is located, as are stated in the City's 2004 Comprehensive Development Plan (CDP) which is viewable online at www.atlantaga.gov/Department of Planning and Community Development/Bureau of Planning/Comprehensive Development Plan

Planning study information—Identify by name any previously-approved planning study which includes the subject property (which has been or will be included within the City of Atlanta 2004 Comprehensive Development Plan (CDP)). Examples include the Northwest Atlanta Framework Plan, the Southside Redevelopment Plan, the Jonesboro Road Corridor Development Plan, the Southwest Atlanta Framework Plan, various Livable Centers Initiatives (LCI) plans, and the Stewart Avenue Redevelopment Plan. Include a map showing the location of the subject property within the study area boundaries, and identify the applicable tract number, if any. Provide a discussion of how the proposed development would further the objectives of the study in general and for the site in particular.

Identify on-site and off-site capital facilities (such as public roads, utilities, and sidewalks) that may be required to support the proposed project, along with prospective sources of revenue.

Description of the developer's relevant development and building experience, including other specific projects that have been completed within the City of Atlanta, within Metropolitan Atlanta, or in Georgia.

Anticipated total development cost, including land acquisition, land development, and construction/renovation by phases. State whether the land has already been acquired or whether the applicant/developer has an option to buy.

Proposed development schedule, broken down by land acquisition, land development, and construction/renovation by phases, if any.

Project "financial specifications", including 1) anticipated costs for land acquisition, land development, and construction by phases, if any; 2) investment types; 3) prospective funding sources; and 4) copies of funding letters from at least two financial institutions, stating that such institutions have either made funding commitments for project loans or at least that they are considering funding requests that have been submitted to them.

Certification of the timeliness of housing unit construction - applicant/ developer certifies that the construction of at least 30 percent of the proposed housing units would be constructed or renovated by the end of the first year after which the enterprise zone is created.

Business tenants and jobs information--Include a breakdown of the proposed tenant mix, names and commitment letters from any businesses which may locate within the enterprise zone, number and types of jobs to be created on the property, pay ranges of employees, provisions for targeting jobs to residents of the City of Atlanta and Fulton or DeKalb County, and employment forecasts.

Estimate tax revenues from non-freeport-eligible business inventories that may locate within the enterprise zone.

Attachments to Application

The following must be included with the completed application:

A copy of the UEZ Eligibility Analysis letter that was previously completed by the Bureau of Planning and submitted to the applicant.

A cover letter by the applicant, who is the specific person who is authorized by the Property Authorization Form to serve as the “applicant” for the UEZ application, that is typed on letterhead paper, in which the applicant requests that the City of Atlanta designate (i.e., create) an urban enterprise zone (UEZ) for the subject property for the purpose of allowing the construction of the proposed development project. The letter should identify the proposed name and the specific type of UEZ that is requested, as well as the name of the proposed developer (if the developer is a different party). It should also provide the requested effective year of the UEZ, which cannot be later than two years after the application date. Please also state whether or not the applicant is seeking either the State Low-Income Housing Tax Credits (LITHC) for the project from the Georgia Department of Community Affairs (DCA), and whether the LIHTC would be from the 9 percent competitive tax program or the 4 percent non-competitive bond program.

A project summary letter, which should summarize the proposed UEZ development project to be built. It should include the following information:

- a. The proposed name of the urban enterprise zone (UEZ), which may differ from the name of the proposed development itself.
- b. The type of enterprise zone to be created (either housing, commercial, industrial, business, mixed-use residential/ commercial, or mixed-use commercial/ industrial).
- c. The legal address(es) of the property, which may differ from the mailing address of the property. State the legal address(es), then “a.k.a.” (also known as) the mailing address.
- d. Any commonly-used or temporary name of the property.
- e. The number of total acres of land that is to be included within the proposed U.E.Z. IF THE PROPERTY THAT IS TO BE INCLUDED WITHIN THE U.E.Z. IS CURRENTLY PART OF A LARGER TRACT OF LAND, THEN A REPLATTING OF THE PROPERTY INTO TWO SEPARATE TRACTS MUST FIRST BE COMPLETED BEFORE THE U.E.Z. DESIGNATION WILL BE APPROVED. The property replatting will be recorded at the Fulton or DeKalb County courthouse, and will result in the assignment of a new address and new tax parcel code number (PCN) for the specific portion of the property that is to be included within the UEZ. For more information on the replatting process, contact a subdivision planner within the Bureau of Planning at (404) 330-6145. Please refer to the previous section on “Readiness of Properties and Projects for UEZ Consideration.”
- f. The number of parcels to be included within the proposed UEZ.

- g. Statement as to whether the proposed development project would be new construction, rehabilitation, or some combination thereof. Briefly summarize the type and size of the proposed project, including the number of housing units to be built, the total project size, the number of square feet of each type of use that is to be built, and any construction phasing that is to be utilized.
- h. For housing and mixed-use residential/commercial enterprise zones, the total number of units to be built, as well as the number and percentage of units to be designated as “affordable”, in accordance with the Housing Affordability Table for 2005 (or applicable year thereafter).
- i. For non-residential uses, the total number of square feet of building space and the number, type and salary range of jobs to be created.
- j. The estimated total project development cost.
- k. The year in which the applicant requests that the urban enterprise zone begins (“becomes effective”). In most cases, this will be the following year or two years later. If the proposed construction or rehabilitation work must begin before the UEZ is designated, the tax abatements must begin in the same year. Such applicants must therefore request that the UEZ begin in the same year. (See the previous discussion on “

Two location maps of the property, on 8-1/2-inch by 11-inch paper. One location map should be a “vicinity map”, showing where the property is located in reference to the City as a whole, while the other should be a “neighborhood map”, showing the relation of the property to the surrounding neighborhood streets. These maps are not the same thing as a survey of the property. The scale should be provided on each map; or, if the map has been reduced, this fact should be stated on the map. The boundaries of the property must be clearly indicated. A map with merely a dot or a star is not sufficient to show the location of the property. **THE NEIGHBORHOOD MAP SHOULD CLEARLY SHOW YOUR INTENDED BOUNDARIES FOR THE PROPOSED U.E.Z.** It should be a copy of the portion of the pertinent City cadastral map which shows your property, with an outline of the boundaries of each parcel(s) that to be included within the UEZ. The outlining must be done using a thick magic marker or felt tip pen, not with a colored highlighter. To obtain a copy of the pertinent cadastral map, you will need to meet with either the Planner On Duty or a mapping technician in the Bureau of Planning. (Phone: (404) 330-6145)

Legal description(s) of the property, which identify the boundaries of each parcel (and no additional land) that is to comprise the proposed development site and be included within the proposed UEZ. **EACH LEGAL DESCRIPTION MUST BE PRINTED ON AN 8-1/2” BY 11” SHEET OF PAPER, EVEN IF IT IS ALSO PRINTED ON THE SURVEY OF THE PROPERTY. IN ADDITION, EACH LEGAL DESCRIPTION MUST DISPLAY A PROFESSIONAL SEAL FROM AN ARCHITECT, ENGINEER, SURVEYOR, OR REAL ESTATE BROKER. LEGAL DESCRIPTIONS WHICH REFER TO ADDITIONAL TRACTS OF LAND THAT ARE NOT TO BE INCLUDED WITHIN THE PROPOSED U.E.Z. WILL NOT BE ACCEPTED.** These requirements are for your own protection, such that the

boundaries of the overall legal description identifies all of the land that is to be included within the UEZ, and does not include any additional land.

A certified full-size survey of the entire property (outside boundaries). This survey must be professionally-prepared by a licensed surveyor, engineer, or architect, and the State registration seal must be shown. A FULL-SIZE SURVEY OF THE PROPERTY, WHICH HAS NOT BEEN REDUCED, MUST BE PROVIDED. The full-size survey must portray the outside boundaries of all land that is to be included within the UEZ, AND MUST NOT ILLUSTRATE ANY ADDITIONAL LAND THAT IS NOT TO BE INCLUDED WITHIN THE U.E.Z. The exact, unreduced scale must be indicated on the full-size survey. If the full-size survey sheet is larger than 8-1/2" X 11", it should be folded to that size and inserted into a clear pocket sheet within the application notebook, with the print on the outside. For convenience purposes, a reduced survey on an 8-1/2" X 11" sheet may also be provided in the UEZ application, as long as it states that it has been reduced and/or the reduced scale is indicated, but this is not a substitute for a full-size survey. No UEZ application will be accepted without a full-size survey of the property. If your property consists of several lots that are to be consolidated, this could delay the UEZ review process. For more information about lot consolidation, please immediately contact Ms. Charletta Wilson Jacks, Principal Planner, in the Bureau of Planning at (404) 330-6730.

A full-size site plan, which meets the Bureau of Planning's list of "Site Plan Requirements", as well as the following requirements:

- a. It must be drawn to scale, have a North arrow, and show the adjacent streets surrounding the subject property. THE BOUNDARIES OF THE SITE PLAN AND SURVEY MUST MATCH EXACTLY. NO ADDITIONAL LAND MAY BE INCLUDED.
- b. The site plan should represent a detailed illustration of all facilities to be constructed, as well as driveways, parking lots, and buffer areas. It must portray the EXACT design, type, and size of land uses, including the number of housing units to be built within the proposed development, with such site plan being final rather than schematic, representing the exact development that the applicant/developer proposes and is committed to constructing ("ready to go"), which cannot be changed after UEZ designation is granted and which must actually be built by the developer in its entirety.
- c. It must be specifically-prepared for the subject property, showing the boundaries of and development for the entire property (as opposed to carving out a site from a larger piece of property) and not containing any additional property which is not to be included in the UEZ application (such as the subject property being included in a "master plan" for several tracts of land).
- d. It must match EXACTLY with any previously-approved site plan that was either identified as a condition of the rezoning of the property, or it must match exactly with any subsequently-approved site plan amendment, otherwise the applicant will be required to obtain a "site plan amendment" through the Bureau of Planning.
- e. It must provide the proposed Floor Area Ratio (FAR). This is usually calculated by an architect.

- f. It must be full-size, drawn to scale by a licensed professional, and contain sufficient dimensions. A reduced copy of the site plan may be provided within the body of the UEZ application for convenience purposes as additional information only.
- g. It must be folded with the print on the outside and be placed within a clear pocket inside each of the three copies of the UEZ application notebook that are submitted. NO SEPARATE SITE PLANS OR FULL SETS OF CONSTRUCTION DRAWINGS IN ROLLS WILL BE ACCEPTED.
- h. The submitted site plan is subject to one or more revisions since the Bureau of Planning will perform an urban design review of it. WE WILL BE CONTACTING YOU TO SET UP A MEETING WITH YOU AND YOUR ARCHITECT TO REVIEW THE URBAN DESIGN ASPECTS OF YOUR SITE PLAN. THIS MEETING IDEALLY SHOULD OCCUR BEFORE YOU SUBMIT YOUR U.E.Z. APPLICATION IN ORDER TO PREVENT UNNECESSARY REVISIONS TO THE SITE PLAN.

Architectural drawings, including building elevations, cross sections, typical floor plans for housing units, and a description of outside building materials to be used. These must be drawn to scale and either be on 8-1/2" X 11" paper or be folded (with the print on the outside) and placed within clear pockets inside the UEZ application notebook. Please do not submit floor plans of the interiors of the buildings.

Two ten-year cash flow statements showing the anticipated impact of proposed tax abatements on the financial feasibility of the project. One cash flow statement should include both the City and County tax abatements, while the other should include only the City portion of tax abatements, showing the debt coverage ratio on the ten-year proforma. The cash flow statements must demonstrate that the debt coverage ratio would be at least 1.20, and that the proposed development cannot be constructed without UEZ designation (i.e., tax abatements) for the subject property.

Statement of Bankruptcy Filing State whether the applicant and developer has ever filed for bankruptcy. If applicable, include the year of the filing.

Minimum Displacement--Provision of a copy of a Tenant Relocation Plan (for housing and mixed-use residential/commercial enterprise zones only), which indicates that all previous or existing housing tenants were or will be relocated in accordance with the federal and/or state guidelines and applicable regulations of the Urban Residential Finance Authority.

If you any questions regarding the Urban Enterprise Zone Program or the preparation of this application, please contact Linwood Robinson at 404-330-6785 or lrobinson@atlantaga.gov.